

Appendix B: Interview Sheet for Museum References

*Photocopy this page to use when contacting references.
It may also be downloaded from www.heritagepreservation.org/CAP/current.html.*

Once you have narrowed your assessor choices, be sure to contact their references to find out from other institutions whether their experiences with the assessor were favorable. A list of each assessor's references can be found on his or her Assessor Information Sheet. Below are questions to use when checking museum references for each assessor.

Museum name: _____

Museum contact name: _____

Phone: _____ E-mail: _____

Assessor name: _____

Was the CAP site visit a positive experience?

Was the report submitted in a timely manner?

Was the information in the report useful?

Has the report been useful in implementing improvements to the care of collections?

Was the report useful as a fund-raising tool?

Would you hire this assessor again?

A negative (or positive) response from a single institution may not provide a complete or accurate picture of an assessor's qualifications, so check several references before making your final selection.